

Section 7-6

DLAMP TRAVEL PROCESS FOR DLAMP SHORT-TERM COURSES

Background

The following information is provided to assist you in completing the documents associated with travel to and from DLAMP short-term courses. Also refer to the complete DLAMP travel guidelines in Section 7-5 of this Handbook.

The DLAMP office will issue travel orders for approved course attendance. All participants are required to stay at the DLAMP designated residential facility during short-term courses.

Procedures

1. Once you have received a course selection letter from the DLAMP office, you should:

a. Make travel arrangements. If you plan to travel by air, you can use the services of either your installation travel office or Carlson Wagonlit to make your airline reservations. The Carlson Wagonlit office located at Fort Belvoir, VA can be reached at (703) 767-8148. That office will provide service for any DoD traveler, regardless of duty station.

b. Make lodging reservations. The DLAMP course selection letter will contain detailed instructions for reserving lodging at the designated facility.

c. Complete the TDY Worksheet (included with the selection letter). This worksheet contains information necessary for DLAMP to issue your travel orders. **You must complete a new TDY Worksheet for each class.**

2. Travel orders will be sent to you by secure e-mail or fax approximately 10 days before the start of class. Once you receive your orders, you should provide a copy to your travel office or to Carlson Wagonlit, as appropriate, so that airline tickets can be issued.

3. To file your travel claim:

a. Within five days after completion of travel, complete a DD Form 1351-2, Travel Voucher. You and your supervisor must sign the voucher; leave the approving official block blank.

b. If you have never processed a travel voucher through DFAS Columbus, also complete DFAS-CO Form 136 for Electronic Funds Transfer. This form is available on the DLAMP website.

c. Fax the completed voucher, TDY order and supporting documentation to DLAMP for approval of the travel claim. The fax number is 703-696-9525/9581 (DSN 426).

4. DLAMP will forward approved travel claims to DFAS, Columbus within 48 hours of receipt. You may check the status of your claim by calling the DFAS customer service number, 800-756-4571.